



Middletown Committee for the Arts
Minutes

Monday, May 9, 2011 at 5:00 pm

Gaudet School Library. Aquidneck Ave. Middletown, RI 02842

Those in attendance: Linda Phelan, Chair; Amy Cordeiro, Vice-Chair; Susan Woythaler, Secretary; Diane Kerins, Carmela Geer, Diana Skaggs, Nancy McAuliffe, Lisa Hansel, Diane Andrews.

Those absent: Rod O'Hanley, Richard Cambra, Liaison to the Town Council; Shaylah Morse, Student Representative.

❖ ***Call to Order***

Chair, Linda Phelan called the meeting to order at 5:05PM.

❖ ***Review of April 11, 2011 Minutes***

- Motion to approve April 11, 2011 Minutes
 - Approved with corrections. Motion made by Linda Phelan; seconded by Carmela Geer. Passed Unanimously

❖ ***Celebration of the Arts 2011 review:***

- Updates:
 - Linda reported that the permits have been approved and the fees waived
 - Presented budget: see attached
 - The "Call for Artists" and the "Call for Performers" have been sent out.
 - Linda has received 9 replies.
 - Bruce Long will provide a "Del's Lemonade" stand
 - Lisa has sent an e-mail "blast" to the "Artist List"
 - A post card will be sent to those for whom we do not have an e-mail address
 - Nancy suggested that we also include it in the Newport County Arts and Cultural Alliance e-mail blast "Splash".

- Motion: “Allow the MHS students to have their own ‘booth’ with the same guide lines as the other participating artists”. Made by Diane Kerins; seconded by Amy Cordeiro; unanimously passed.
- Committees and delegation of responsibilities:
 - PR and Communications Management—Linda Phelan
 - Volunteer and Student Management—Carmela Geer
 - Performance Management—Diana Skaggs
 - Participating Artists—Linda Phelan
 - Food Vendors—Amy Cordeiro
 - Venue Management—Linda Phelan
 - Raffles/Silent Auction Management—Diane Andrews
 - Demonstration/Workshops—Diane Kerins
 - Children’s Tent & “ArtsSurprises”—Nancy McAuliffe & Susan Woythaler
 - T-Shirts—Lisa Hansel
- Discussion of ideas
 - Sponsors
 - Brochure and flyers
 - Events on a Sandwich Board at the event keeping it “green”
 - Bring an “update” report to the June meeting

❖ **Old Business**

- Web site update—Carmela reported that Matt Wainwright will be creating a new “face” for the Middletown web-site during the next few months.

❖ **New Business**

- Overview of Robert’s Rules of Order
 - Members of the committee are encouraged to review “Robert’s Rules of Order”
- Review of Terms and Appointments
 - Ten members of the Middletown Committee for the Arts have been appointed by the Town Council with one, two, or three year terms
- Review of Drafted By-Laws
 - Discussion
 - Motion: “To approve the ‘by-laws’”. Made by Linda; seconded by Carmela; Passed: 7 for; Susan Woythaler against.

- Ballot Vote for Officers: Chair, Vice Chair and Secretary
 - Motion: “The officers remain in place for another year: Linda Phelan, Chair; Amy Cordeiro, Vice-Chair; Susan Woythaler, Secretary.” Made by Linda Phelan; seconded by Diane Kerins; Passed unanimously
- Discussion of Roles & Responsibilities
 - Included on page 3 of the “Town of Middletown Boards, Commissions and Committees Handbook”
- ❖ **Other**
 - Carmela reported that there will be a bonfire at 2nd Beach on June 9, July 21 and August 19, 2011.
- ❖ **Next Scheduled Meeting** June 13, 2011 Gaudet School Library 5:00PM
- ❖ **Adjourn Meeting** at 6:30PM

Respectfully submitted by: Susan Woythaler, Secretary